

Student services would like to welcome you to our, Folly Lane and Holme Lacy campuses. These are your first steps in your journey to further education. Student Services are here to guide you through college and support you where needed. Our friendly team will be available on reception or in our LRC to support you throughout your time at college and we are always happy to help. Here we can provide you with advice on transport, finance, careers, access to higher education, learning support and how to get the most out of your time at college.

During your time at college, we will deliver tutorials and wellbeing activities as well as raising awareness of citizenship campaigns. We will provide you with information regarding personal development and there will be a focus on the development of skills that you will need for your potential career path, CV writing, mock interviews and supporting you with information, advice and guidance.

We trust that you will find the information you need within this leaflet. Should you need any further information, please do not hesitate to contact us via phone on **0800 032 1986** or email: enquiries@hlcollege.ac.uk

Head of Student Services - Bev Jackson
Student HUB Coordinator - Sarah Harris - 01432 365431
Learning Support Coordinator - Nikki Honeyman – 01432 365546

Throughout the Coronavirus pandemic the College has adapted to virtual learning with a variety of different technologies in use. As technologies improve and advance, those used by teaching and support staff may adapt or change as better solutions present themselves. At present the College uses Office365 Suite, including Microsoft Teams, SharePoint and Microsoft Stream to deliver online learning resources and tools. We also have a College Moodle page which is updated regularly with important information and learning resources. All these will be explained to you once you have enrolled with us.

All information about the enrolment process will be sent to you using the email address that you have provided on your application form. If this changes you must notify us, so that we can update our records and ensure that all relevant information reaches you.

If at any point during the application / interview / enrolment process you are unsure about your course choice, please speak to a member of the Student Services team who will be able to support you and arrange for a Careers appointment.

CAREERS ADVICE

The Careers advisor can provide confidential and impartial information, advice and guidance to help you make the best decisions about your education and further career opportunities.

Please call in to the LRC to make an appointment with the Careers Advisor, Nicky Stallwood or contact via phone on: **01432 365382** or email: n.stallwood@hlnc.ac.uk

TRANSPORT

Bus and train routes to College

College transport is provided by Herefordshire council. Applications and full information can be found on their website at: www.herefordshire.gov.uk/public-transport-1/school-college-transport If you are travelling to us from out of county and need further assistance, please contact the college on 0800 032 1986 or via email: enquiries@hlcollege.ac.uk

Transport to Holme Lacy campus

Yeomans runs the 454 bus that leaves the bus station in Hereford to the Holme Lacy Campus, and returns in the afternoon to get students back to the city centre for their connections. Student timetables at Holme Lacy are scheduled to work within these timings. Please see Herefordshire council's website for up to date travel times, routes and information: www.herefordshire.gov.uk/public-transport-1/school-college-transport

For students who wish to arrive earlier / leave later, the College runs the Rural Crafts bus (primarily for Blacksmith and Farriery students), via DRM. The bus stops and times can be found on our website: www.hlcollege.ac.uk/student-services/580f556c5590b/Transport To apply for a pass for this bus, please contact the student hub: studenthub@hlcollege.ac.uk

For students who drive, there are some parking spaces at the Holme Lacy Campus which can be applied for on our website.

We would advise that you apply for your transport pass before the end of July 2021 and allow 28 working days for it to be issued to College ready for student's collection. Please note no Autumn term train passes can be purchased through Herefordshire Council after 10th September 2021. Travel costs incurred whilst waiting for the issue of a travel pass cannot be reimbursed.

BURSARY

Bursary funds and financial assistance is available to help you while you are at college, these funds can support you with various expenses such as transport, additional course costs, childcare and free college meals, if you meet the criteria. There are various bursaries available to help you whilst you study. Please visit our website for up to date information: www.hlcollege.ac.uk/fees/581b5a0383a51/Financial-Support

NB it is vital that you apply early and enclose all your financial documentation when applying for assistance through this fund. If you have any questions or queries regarding the bursary fund please contact: bursaries@hlcollege.ac.uk

All courses have additional course costs. The college bursary may be able to support you with these costs and these will be discussed with you at your interview. We do not advise you to purchase any equipment or PPE until you have discussed this with your tutor.

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Following on from your interview and acceptance on your chosen course, we look forward to welcoming you to the college in September 2021.